Using the PDMRA Calculator

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The Post-Deployment / Mobilization Respite Absence (PDMRA) calculator automates the determination of Soldier PDMRA entitlement days at the unit level. It uses an expandable standard Excel spreadsheet to render the information. While the program keeps many of the functions locked to the standard user, it is still possible to customize the display of the program to meet individual unit needs. This paper will walk step-by-step through the process of adding Soldiers to the database.

Upon initial deployment of the PDMRA calculator, you will be asked to enter data for your units name, slogan or motto. This has no impact on the operation of the other functions in the program, and can be left as-is if desired. You will also be asked if your first entry will be Active Duty. If so, then that is set as the default algorithm to use, otherwise the initial setting is Reserve/National Guard.

The following pages will explain various portions of the PDMRA spreadsheet.

LINKS:

The All-Army Activity Message which authorizes award of PDMRA:
http://www.armyg1.army.mil/MilitaryPersonnel/ppg/ALRACT173 2007 PDMRA.doc

The Personnel Policy Guidance detailing how to award it:
http://www.armyg1.army.mil/MilitaryPersonnel/ppg.asp

S1Net Message Forum (for specific questions about interpretation of guidance)
https://forums.bcks.army.mil/secure/CommunityBrowser.aspx?id=217567

AKO Login is required for the S1Net forums and the G1 web-based calculator.

OVERVIEW

The PDMRA Calculator consists of two main modules; one is an overview calculator which gives at-a-glance information for all personnel in the database, the other allows an in-depth look at a single Soldier's PDMRA entitlements. Entries can be made through either module into the master database, but it is recommended that the overview page (the Calculator module) be used for most cases, as that is where all error checking is performed. If data is entered through the GraphIt! page, users should remove the by-row error silencer for the data and recalculate it.

New and/or updated paragraphs are marked as **NEW!** or **UPDATED!**

CHANGELOG

NEW! Summary of significant or major changes from previous release (2.1.1) to new (v2.1.4):
1. Corrected error in GraphIt which invalidated 12301(h) extension orders from continuing credit. PDMRA earned prior to going on 12301(h) is not lost when transitioning, even if on multiple orders of 12301(h) type
2. Removal of links to NGB we b-based calculator as it is no longer approved for use.
3. Update of how-to guide to reflect newest changes
4. Fixed calculation error between GraphIt page and calculator page in cases of multiple 12301(d) deployments.

Summary of significant or major changes from previous release (v2.1.0) to new (v2.1.1):
1. IAW guidance from DA, Kuwait now qualifies for PDMRA if on a deployment to that country ISO OIF. PCS moves to Kuwait do NOT qualify for PDMRA.
2. 12301(d) OIF/OEF Mob message modified to emphasize that it's only applicable when more than 50% BOG time is met for deployments to theater.

Summary of significant or major changes from v2.0.2 to v2.1.0:
1. Corrected error in calculator page which mistakenly awarded credit for deployments when the 'Other (No Credit)' option was selected.
2. Added ability to use USC codes when using AD formulae, to account for AGR and other Title 10 mobilized personnel accurately.
3. Minor administrative corrections and formatting changes to this document.

Summary of significant or major changes from v2.0.1 to v2.0.2:
1. Updated CTA algorithms to meet change published in newest Personnel Policy Guidance (COTTAD extensions erase CTA value now).
2. On first-run, the program will ask for some initial settings data to eliminate common errors.

Summary of significant or major changes from release v1.2c to v2.0.1:
1. GraphIt macros rewritten to be less confusing. Now the single "GraphIt" button will notice changes on the page compared to the stored data and ask if you want to update the display using the current data or reload the stored data.
2. Addition of << and >> buttons on the GraphIt page to maneuver through the names list on the Calculator page.
3. All existing bugs brought to attention of the author have been fixed. Accordingly, new bugs have probably been introduced.
4. Creation of "Credible Time Adjustment" to handle Soldiers who deploy under one criterion then cross components and deploy under a different algorithm (NG or Reserve to AD and vice versa).
5. Added error checking into the GraphIt page, to allow for more thorough data entry.

6. PDMRA entitlements now auto-expire one year from the end date of the last deployment, in compliance with the Personnel Policy Guidance.
7. Reserve/NG specific: Transitioning to 12301(h) will suspend PDMRA accrual, but re-mob'ing to a credible orders type upon completion will carry that data forward.
8. Sort ability expanded to allow sorting by UNIT NAME (if using "Date of Arrival" for its secondary purpose, to delimit by unit data).
9. Corrected spelling errors throughout. Rewrite of portions of this companion PDF document. All significant changes in the document over the previous version have been highlighted.
10. The author has digitally signed the macros to allow greater ease in running the spreadsheet. If your computer has DOD Root Certificates installed, then this program will be able to run even with HIGH security.

ADMINISTRATIVE AREA

   This portion of the sheet is everything to the left of the DATE OF ARRIVAL TO UNIT column, with that column inclusive.

Suppress All Errors: The topmost portion is a box entitled "Suppress All Errors". This box, when checked, will block the program from sending error messages to the user. The program will continue to internally correct faults it can on its own, but will send no messages. *The program author recommends that this box remain unchecked in most cases*. The better way to do is using the method explained in **grey box**, below.

Clear Empty Lines: This button is a macro which, when pressed, will erase empty lines from the spreadsheet and reformat the borders around the page. When deleting empty lines entries from the system, you should use this method rather than row-deletion (only possible if you unprotect the sheet first), as this way guarantees that the program's internal data functions will remain unaltered. To delete a filled line, see **Delete**, below.

Delete Row(s): This will allow you to delete one or more rows of names. To use, you must have one or more cells in the NAME column selected. If you have more than one, the program will delete all names within the selected area, after receiving confirmation from the user. If only a single name is selected, that row will be deleted after receiving confirmation.

HELP: This button will create a small message box with general help information in it.

Grey Box: The leftmost column of the spreadsheet is a small grey or white box. This is a by-line error suppression setting. It is the recommended method of suppressing errors for a specific user (as opposed to the global setting mentioned above). To initiate or remove line suppression, click on the box to toggle its setting. When the box is grey, errors for that line are muted; when it is white, they are not.

AD: This column indicates whether the Soldier in a particular row is Active Duty or Reserve/National Guard. This is important, as the algorithms used to calculate PDMRA differ between the two. The program determines Active Duty PDMRA based on the past 36 months of deployment history; Reserve/NG PDMRA is dependent upon the past 72 months. This setting will be auto filled with the "New Line" (see below) macro. It will

use whatever you have more than half of – if more than 50% of your entries are Reserve / NG, then it will put an "N" here, otherwise a "Y" will be placed here. This row is also what determines the country selections later in the worksheet.

Rank: This is a pull-down menu which allows selection of all ranks within the Army. It has no bearing on the rest of the program, but is useful when referring to data. It is also used when formulating error messages to help isolate the row causing the warning or error.

Name: The name entry is free-form and can be in whatever method you prefer. It is recommended that at least last names be used, or last name-first name if you choose. Also, if there are multiple lines of the same last name, they should be differentiated from in some method (such as Smith and Smith1) to allow the GraphIt! page to function properly.

New Entry: This button will add a new line, with the formulae inserted properly to allow entry of additional names. Once a new line has been created, you can enter the Soldier's rank and name as well as one or more data sets.

New Entry Checkbox: If this checkbox is checked, the new entry function, above, will give you the opportunity to enter a number of rows to insert. This is useful when expanding the column for a large amount of data to input.

Date of Arrival to Unit: PDMRA is not transferable to new units. By entering a date in this column, any PDMRA entitlements a Soldier would have which are before that date are not counted. This row can be left blank; if it is all dates will be calculated for PDMRA entitlements.

Unit Name: If you are using this program at a MOB site, you can enter a UNIT NAME in the **Date of Arrival** column. If you do so and then run the **SORT** command, the program will notice you are using units rather than dates in this column. This is useful when dealing with large amounts of personnel. *This only works effectively with non-AD personnel, as they will mob and immediately begin accruing new data.*

Sort A-Z and **Sort Z-A:** These commands will sort the data, either ascending or descending. If you are using the **Unit Name** option, above, then the program will give the opportunity to sort based on unit name or the name column. These buttons have been moved from their previous location in this version.

UPDATED! IMPORT from another file: This will automate the process of importing data from another file (the same program). To import successfully, you must know the full name of each program (ie, *PDMRA v2.0.3.xls*) and each program must be open at the time of running the import. It is possible to import multiple files into a single master list as well, such as from subordinate units into a master file used at a higher echelon.

      If you encounter an error with updating, email the old file to the author (ryan.boileau@us.army.mil) and the data will be manually inserted and returned to you.

DEPLOYMENT ENTRIES

This is the area from which the PDMRA calculator gathers most of its entitlement data. In its simplest form, this has start and end dates for up to eight deployments per Soldier, spanning as much as twenty years. In the selection bar (the yellow row beneath the angled row), buttons allow you to expand or contract the data as necessary.

Deployment Start / Deployment End: These cells are where you should enter the start and end date for each deployment. If you enter them backwards, the program will reverse them internally for calculation purposes and warn you that they are backwards. It will also compare each successive deployment with the data before it, to ensure that it is usable. When the program sends a warning message about this information, you should carefully review your data. If you are certain the data is correct, you can silence the errors for that line as discussed in the Administrative Area chapter previously.

If the Soldier is National Guard or Reserve, these dates would be the date of activation and the date of demobilization, as referenced on the orders or DD214 – PDMRA accrual for qualified times begins upon activation, rather than arrival in country.

UPDATED! Country / Code: The country cell is an optional one. However, you should fill it in to ensure that the location (or deployment code) is usable for PDMRA calculations. You choose the country via the pull-down selection box in each cell. For Active Duty Soldiers, this choice reflects countries to which a deployment may have occurred. To date, only Iraq, Afghanistan and DEPLOYMENTS to Kuwait are entitled to PDMRA. The others, although listed, will not result in PDMRA entitlements. For AD units assigned to Kuwait, one must ensure the Soldier is on a deployment to that country and not a PCS. **PCS moves to Kuwait do not qualify for PDMRA.**

Unless extremely extenuating circumstances exist, every attempt should be made to enter this data for all Reserve/NG personnel, as their PDMRA accrual is highly dependent upon the type of Mobilization orders they are activated under.

The PDMRA memo states that Reserve and National Guard entitlements are dependent upon the USC mobilization code given in the orders or on the DD214 (for previous deployments). You should enter this code to determine if the Soldier is entitled to PDMRA calculations for a particular deployment or not.

UPDATED! USE OF **13201(d) – OIF/OEF MOB** USC Deployment option: If dealing with Reserve entries, and a Soldier was deployed to Iraq or Afghanistan ONLY on 12301(d) orders, you can use this option and the Soldier will be given PDMRA accrual credit for the time while on this order type. In order to qualify for PDMRA while on 12301(d) orders, the Soldier must spend more than 50% of Boots-On-Ground (BOG) time in theater (Iraq or Afghanistan).

Hide Country Data / Show Country Data: This button (which changes dependent upon whether the Country row is visible or not) will alternately hide or reveal the country column. Each deployment set has its own row for country entry which can be revealed individually via the button within that area.

More… or **Less…:** In the Deployment 4 portion, there is also another button, entitled "**More…**" or "**Less…**" which will allow you to expand or collapse the columns for Deployments 5 thru 8. Calculations still occur regardless of whether a column is hidden or visible.

TABULATED DATA

This area is where the PDMRA Calculator displays its calculations. With the exception of two columns (*PDMRA Used* and *Credible Time Adjustment*), the program automates this data and should not require intervention by the user.

Total Months Deployed: This column will show the total number of deployment months represented by the deployment data entered, regardless of whether they are valid for PDMRA calculations or not. It is purely informative in nature, and has no bearing on the operation of the program.

Total Months Since First Deployment: This tells the total amount of months spanned from the first deployment to the current date, or to the end of the last deployment (if that date is in the future). With the previous column, this allows Commanders and others to see how many months within a period of time a particular Soldier has deployed.

NOW (Checkbox): This checkbox allows the user to limit the calculations to the current date. This allows leaders to ensure Soldiers are not taking days in the future, although their deployment may well continue beyond the current date. To use the current month as a cutoff, simply check the box. To revert to total-time calculation, uncheck the box. Using the NOW checkbox will also alter the Total Months boxes to reflect time as of this month.

PDMRA Earned: This column is the representation of PDMRA entitlements the Soldier has earned, based on the most recent deployment. The Personnel Policy Guidance stipulates that only PDMRA for the most recent deployment is countable, therefore it will not span multiple deployments. That is, the number is not cumulative over multiple deployments. Therefore, a Soldier should use their PDMRA days prior to deploying again. These days are also not transferable to new units, so should be used before or during a Soldier's PCS to a new duty station.

PDMRA Used: This column is where a unit would track how many days a Soldier has used of his or her PDMRA entitlement. As a Soldier completes PDMRA leave, you should enter the days here (or add to the value already in this column) so the program can determine how many days are remaining. If a Soldier begins a new deployment, regardless of whether they have PDMRA days remaining from a previous one, this value should be cleared out, as prior PDMRA entitlements do not carry into new deployments.

PDMRA Remaining: This will show the remaining PDMRA entitlement, based upon the PDMRA earned minus the PDMRA used.

Credible Time Adjustment (CTA): Use this column if the Soldier has transitioned from one branch to another, requiring use of a different formula. It should only be necessary to use this entry if a Soldier has deployed under a previous component. Calculating CTA is a 2-step process:

1. First enter the previous component deployment information, using the AD code for what the Soldier was at the time. As an example, if the Soldier was Active Duty and is now National Guard, then for this step you would have AD of "Y", and enter any deployment(s) the Soldier participated in while in that component. Run GraphIt on that data, then press the CTA HELP button. The last line of the helpbox will show what, if any, CTA value should be used.

2. Enter the value into the CTA box for that Soldier, erase the previously entered deployment data and change the AD box to the Soldier's current component. Now, enter the new deployment set. The program will use the CTA value to credit the Soldier for the previous component deployment.
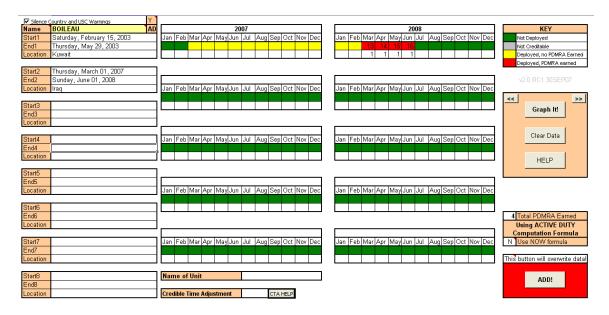
It is not necessary to erase this number for future deployments; the calculator will automatically eliminate it once it sees a subsequent deployment. It will also accurately credit breaks in the first deployment, such as hospital stays or a 12301(d) OIF/OEF MOB extension.

The CTA value counts ONLY towards the first deployment under the new component. If a Soldier continues a mobilization under a different order set (NG/Reserve) or a new deployment period (AD), the CTA value is eliminated from future gains automatically.

NOTE: It is also possible to use the CTA Value to account for lost time, such as a Soldier who was court-martialed or had other adverse action brought against them. In these cases, enter a negative number representative of the number of months for which PDMRA accrual was suspended, and the calculator will factor this suspension time in. (IAW PPG Chapter 8, Part 8, <u>Court Martial or other adverse action</u>).

CTA Help: This will display a small helpfile specific to the use of CTA, as well as the value which should be used if this Soldier has changed components.

GRAPHIT!

☑ Silence Country and USC Warnings | Y

Name	BOILEAU	AD
Start1	Saturday, February 15, 2003	
End1	Thursday, May 29, 2003	
Location	Kuwait	

Start2	Thursday, March 01, 2007
End2	Sunday, June 01, 2008
Location	Iraq

Start3	
End3	
Location	

Start4	
End4	
Location	

Start5	
End5	
Location	

Start6	
End6	
Location	

Start7	
End7	
Location	

Start8	
End8	
Location	

2007: Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
2008: Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec (13 14 15 16 / 1 1 1 1)

KEY
- Not Deployed
- Not Creditable
- Deployed, no PDMRA Earned
- Deployed, PDMRA earned

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<< | >>

Graph It!

Clear Data

HELP

4 | Total PDMRA Earned
Using ACTIVE DUTY Computation Formula
N | Use NOW formula

This button will overwrite data!

ADD!

Name of Unit

Credible Time Adjustment | CTA HELP

The GraphIt! Sheet is a companion to the PDMRA Calculator which allows the user to see a graphical, calendar-driven display of the data for an individual Soldier. It allows the same functionality as the Calculator page, but displays it in a graphical form on a per-Soldier basis for easy understanding.

Name Selection: Names from the PDMRA Calculator sheet are viewable in the pull down menu underneath "Select Name". It is possible to type a name in here as well, but it must match exactly the name as it appears on the other sheet. If two names are exactly the same, GraphIt! will only match the first name in the list, and will not find the second. If this situation occurs, making one of the names unique by adding a number at the end, or the Soldier's first initial, will allow them both to be selected.

AD: Selecting "Y" here will make the GraphIt! routine use the Active Duty algorithm; a "N" will use the National Guard / Reserve algorithm.

Deployment Information: If running the GraphIt! button, deployment information from the selected name will be displayed here. Alternately, it is possible to update, change or create a new deployment set here and add it to the master spreadsheet. The deployment countries are dependent upon the AD selection (Active Duty is given a selection of countries, otherwise a selection of USC deployment codes).
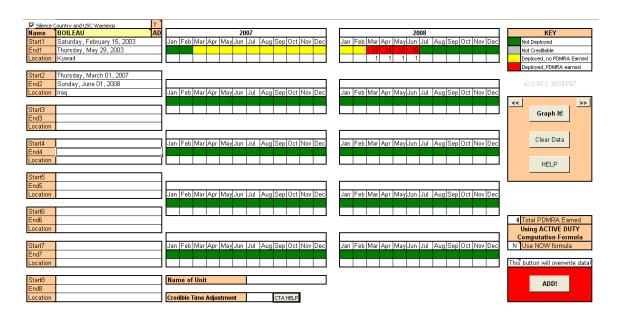
GraphIt!: This button will run the macro to graph the data into the spreadsheet. If a change is detected between this page and the data stored in the spreadsheet, you will be asked whether to UPDATE the page to show the changes or to re-LOAD the data from the Calculator. (The author rewrote this portion from the previous versions based on input from CW5 O'Donnell).

Clear Data: This will erase the current display in the spreadsheet.

HELP: This button will display basic help about the functions of GraphIt!

Total PDMRA Earned: This box represents the sum of all the days earned on the sheet. These will correspond to the value of PDMRA earned on the PDMRA calculator, but show it in monthly format. Directly beneath this will be a message saying which algorithm (Active Duty or Reserve/NG) the program used to derive the data.

Calendar boxes: This is where the program displays its PDMRA calculations. Each box is representative of one month, as indicated by the month names. Each span of twelve boxes represents one calendar year, whose date the function will fill in during the calculation process. Boxes which are green, when complete, represent time the Soldier spent at home. Grey boxes indicate time not creditable for PDMRA calculations, such as a deployment for an Active Duty Soldier to Bosnia, or a Reservist under 12301(d) Other mobilization orders. Yellow boxes indicate past deployments or a current deployment which has not yet gained sufficient days to count towards PDMRA calculations. Red boxes are boxes in which the calculator awarded PDMRA credit for the month. Inside the red box will be a number indicating the quantity of previous months within the 36 month (72 month for Reservist/NG) window qualified as countable up to and including that current month.

ADD!: This button will take the data as represented in the left-hand column of GraphIt and, if the name already exists, update that entry with the data represented here. If the name does not exist, the program will add in a new row on the spreadsheet.

Date of Arrival / Name of Unit: If using at a MOB site, this will show the name of the Unit, if one has been entered. Otherwise, it will reflect the date of arrival to the unit (again, if entered). If using a unit name, this has no bearing on the program's

functionality. If using date of arrival and it is filled in, any deployment data prior to that date will not be factored when calculating PDMRA.

<< and >> buttons: These allow you to advance or retrograde (advance in the opposite direction!) through the names on the Calculator sheet.

Silence Country and USC Warnings: This will suppress warnings relative to the current Soldier's GraphIt data.

(This next area performs the same function in either page; it is listed twice due to the specificity of its nature)

Credible Time Adjustment (CTA): Use this column if the Soldier has transitioned from one branch to another, requiring use of a different formula. It should only be necessary to use this entry if a Soldier has deployed under a previous component. Calculating CTA is a 2-step process:

1. First enter the previous component deployment information, using the AD code for what the Soldier was at the time. As an example, if the Soldier was Active Duty and is now National Guard, then for this step you would have AD of "Y", and enter any deployment(s) the Soldier participated in while in that component. Run GraphIt on that data, then press the CTA HELP button. The last line of the helpbox will show what, if any, CTA value should be used.

2. Enter the value into the CTA box for that Soldier, erase the previously entered deployment data and change the AD box to the Soldier's current component. Now, enter the new deployment set. The program will use the CTA value to credit the Soldier for the previous component deployment.

It is not necessary to erase this number for future deployments; the calculator will automatically eliminate it once it sees a subsequent deployment. It will also accurately credit breaks in the first deployment, such as hospital stays or a 12301(d) OIF/OEF MOB extension.

The CTA value counts ONLY towards the first deployment under the new component. If a Soldier continues a mobilization under a different order set (NG/Reserve) or a new deployment period (AD), the CTA value is eliminated from future gains automatically.

NOTE: It is also possible to use the CTA Value to account for lost time, such as a Soldier who was court-martialed or had other adverse action brought against them. In these cases, enter a negative number representative of the number of months for which PDMRA accrual was suspended, and the calculator will factor this suspension time in. (IAW PPG Chapter 8, Part 8, <u>Court Martial or other adverse action</u>).

CTA Help: This will display a small helpfile specific to the use of CTA, as well as the value which should be used if this Soldier has changed components.

FREQUENTLY ASKED QUESTIONS

1. **When I calculate my dates, they are way off what I projected to have.**
   Check your data carefully. If you have errors suppressed for that line, or globally, turn off the errors and reenter a cell's data – this will force the program to recalculate it. If it is still way off, make sure that you are using the correct algorithm (have a "Y" in AD if active duty, otherwise a "N" for Reserve or National Guard).

   Also, many people erroneously calculated their days without truly understanding the "rolling window". MAJ Hooper developed a great PowerPoint briefing which explains this in depth, and this may be the cause for confusion over entitled days. That brief, as well as other pertinent documents, can be found at: https://forums.bcks.army.mil/secure/CommunityBrowser.aspx?id=397183

   Several people vetted the statistical data calculated by this program to ensure the algorithms properly captured the data IAW DA intent. If you still feel it is incorrect, send an email to ryan.boileau@us.army.mil with the data set in question.

2. **I get a #VALUE or #NAME error in the spreadsheet, and no PDMRA is calculated for that person. Also, GraphIt! won't work for anyone while that error is there.**
   First, check that you have macros enabled. The macros in this project have been digitally signed with a DOD certificate, and should execute even in HIGH settings on DOD Computers. If you were prompted on startup to enable macros, you must have checked YES for this program to work properly. If you did not enable them, exit the program and restart it, enabling macros this time.

   If you are not prompted to enable macros, then chances are your computer does not have DOD Root Certificates installed. You can ask your IT department to install them, or you can try to reduce your security settings in Excel. To do this, go to Tools->Macro->Security and try to set the level at MEDIUM. If you cannot do this, your IT department will need to do some work to make your computer compliant with the Army Golden Master standard.
   (Root Certs available at https://eportal.ctnosc.army.mil/portal/page/portal/EPortal)

   If, after doing the above, you are still getting #VALUE or #NAME errors on a row, it means you have put something in there incorrectly. Confirm that you have dates where dates are supposed to go and countries where countries are supposed to go. If so, try re-entering (not copying and pasting) the data on a new line. Data should never be pasted into the spreadsheet, as it can invalidate the formulae used to calculate the entitlements.

If you continue to get the same error, send an email to ryan.boileau@us.army.mil with the data set in question and, if it can be replicated the bug will be resolved.

3. **I don't know what a data set is, or how to send it.**
A data set can be either the row of data, separated by commas, or a cut and paste of the row itself into a document, email, or blank excel sheet. It is not necessary to send the entire spreadsheet you are using, just the row in question.

4. **I run GraphIt! and sometimes a month is red or yellow, but the Soldier was on non-creditable time for part of that month.**
Although part of the month may have been non-creditable, it will not be grey unless the entire month was not credited. When a partial month is split by two or more deployments, weight is given to the one(s) which results in credible PDRMA.

5. **I've checked all my dates, and they are all correct. I haven't put anything in backwards, or in the wrong place. I don't get any warning messages, and I don't have errors suppressed. But I still get a #VALUE error in the PDMRA Earned column.**
In the (unlikely) event this happens, and the data is all genuine, it means that the span of time from the beginning deployment to the completion of the final deployment has exceeded 20 years. That, or there is a flaw in the calculations somewhere of which the author is not aware. Please send an email to ryan.boileau@us.army.mil with the data set for debugging.

6. **I changed the names of the sheets, or their order, and now everything's broken!**
The program functions rely upon the sheets being a specific name, and probably even a specific order (I never tested moving them around). Make sure they're in the original order and names and it should fix itself. Due to time constraints on developing a usable program, external controls to mitigate events such as this were not added.

7. **I cleared out deployment dates but I'm still seeing PDMRA entitlement for a Soldier.**
Chances are you have one or more deployment sets still in the system, in a hidden row. Click on "Show Country" for Deployment 4 data, and then the "More…" button to expand Deployments 5 thru 8. A better method is to use **Delete** to erase unwanted lines. (See explanation of the Delete button in previous section)

8. **I want to change something in a cell, but I can't click on it.**
The program automatically protects the cells as soon as it performs any calculation. To access a protected cell, you will need to go to Tools->Protection->Unprotect Sheet. Bear in mind that the program may overwrite some cells during its calculation process.

9. **One of my Soldiers had 30 (or any other number) days of PDMRA earned before the last deployment. When I put in this new deployment information, the number is less! How is that possible?**
The PDMRA calculator resets its values and determines new numbers based on the last deployment data set. Any number of unused PDMRA days a Soldier has prior to a new deployment is lost with the new deployment. It does not carry over to a subsequent time period. Commanders should encourage eligible Soldiers to use their PDMRA time before beginning a new deployment.

10. **Why can't the GraphIt program accommodate two people with the same name?**
It could, but it was simpler to write it this way. Adding a unique identifier to each name, such as SmithJ and SmithK, is an easy way to workaround the problem. Due to the way Excel manipulates data, it becomes highly intensive to have the program determine the proper cell location of the name in the GraphIt pull-down.

11. **I have Soldiers who perform back-to-back deployments in the same month. Both deployments are creditable under the guidance for PDMRA. Why isn't the PDMRA cumulative?**
PDMRA is calculated based on the last creditable deployment a Soldier underwent. Although this program does account for non-creditable deployments (in terms of figuring PDMRA for the previous one), it is beyond its scope to selectively determine whether a previous deployments PDMRA should be cumulative with the current deployment. The exception to this is 12301(d) deployments In Support Of (ISO) OIF/OEF operations. Since a Soldier may not have a break in time in these cases, and no change in status occurs other than the orders type, the accrual continues. Also, 12301(h) deployment will result in a carryover of earned PDMRA if the Soldier reverts to another type of orders.

12. **Why do you just warn us of changes made instead of having the program automatically correct errors we make, such as reversing date entries and having dates which are too old?**
It has to do with the way the author wrote the initial portion of the program. Before it became apparent other units could benefit from it, the author used functions to auto calculate data entered. Due to the nature of how Excel handles data for functions (as opposed to subroutines), it is not possible to manipulate the raw data passed to the function. While those functions could be rewritten to use macros, development of the program would have been set back too far to meet the needs of HRC.

13. **I have a Soldier who was Active Duty on the last deployment, and then crossed into the Reserve (or National Guard). How do I figure entitlements for future deployments?**
See the previous two sections of this document, regarding **Credible Time Adjustment**.

14. It looks like this program counts by month, rather than by day. So conceivably a Soldier who is gone two days (28 FEB and 1 MAR) would get two months of credit?
Correct. Just like with CZTE and HFP, PDMRA is based on per-month rather than per-day when figuring calculation entitlements. As shown in the SecDef memo, "…for each month or fraction thereof" is awarded.

15. I can't delete the first name in the database with the delete button. But I don't want that data on the page. What can I do?
The first row is used as the base for the pull-down list on the GraphIt! page, so it can't be deleted. You can clear (erase) the data in the cells, however, by highlighting the visible data and pressing the delete key, or by entering new data over the top of what is already there.

16. The color changes when I select "N" for not-active duty. Is this normal?
Yes. This was done to make the differences more readily visible when looking at a large number of entries.

17. I clicked on the "Grey Box" row and it turned grey but now it won't turn white when I click on it.
Click on any other cell, anywhere else on the spreadsheet, to turn the focus off of that cell, then re-click on it.

18. I used the CTA to account for 20 months of prior time, and that works fine. However, when I transitioned to 12301(d) COTTAD as a volunteer in Iraq (or Afghanistan), my PDMRA entitlements dropped and no longer count the CTA.
Correct. Once your mobilization orders change (you come off one set and go on another), your CTA value is cleared. You'll gain credible time for the previous time spent on the prior set of orders, but the time gained from the prior component is lost. As an example, 20 months of prior CTA, with a 12-month deployment under 12302 orders equates to 40 days of PDMRA. Continuing for another 6 months under 12301(d) orders in a qualifying country (Iraq/Afghanistan), you get the 40 days earned plus an additional 6 days for the new deployment (which represents months 13 through 18 of the total deployment time under your current component) for a total of 46 days of PDMRA. See the DA G1 Personnel Policy Guidance for more clarification of this situation.

(The following page is extracted from the newest version of the Personnel Policy Guidance, and covers calculation of Creditable Time Adjustment (or Credible Time Adjustment), also known as CTA)

c. Active to Reserve or Reserve to Active: Soldiers who transition between components (i.e. AC to RC or RC to AC) will be considered under the guidelines applicable of their current component. "Creditable time" will be calculated using the rules and constraints of the previous component and carried forward. The rolling window will then restart under the current component at the beginning of the new deployment.

    Scenario 1: SM serves in the AC from 2001-2006. During this time, the SM deploys to SFOR 2001-2002 and ISO OIF 2005-2006. In 2006, the SM transitions to the RC, and will deploy in 2007 for a 12 month mobilization. In order to calculate credible time, the SM will first calculate his AC credible time utilizing the 36 month window and the other criteria. In this case, SFOR would not count for credible time, but his 12 month deployment to OIF would. The SM would "carry" this time over to his new RC assignment, and his first month of mobilization would begin at month 13 and so forth. For subsequent deployments, the sliding 72 month window would apply, and will start at the beginning of his RC time.

    Scenario 2: SM serves in a Title 32 M-Day status 2000-2005. SM mobilizes in 12304 status ISO Operation Joint Guard Jan 2000- Aug 2000. SM mobilizes again in 2004-2005 ISO OEF. In 2005, the Soldier transitions to the AGR. The SM is then deployed from DEC 2006- DEC 2007 ISO of OIF. In order to calculate credible time, the SM will determine his days prior to accession into the AGR under the RC criteria. In this case, the SM would have accumulated 8 months for his Bosnia mobilization and another 12 months for his OEF deployment. These mobilizations equate to 20 months of credible time only. Once on AGR Status, the Soldier will carry the credible time count forward, and will begin his latest deployment on month number 21. His AGR deployment would equate to months 21-33, and the Soldier would earn 40 days of PDMRA. For subsequent deployments, the sliding 36 month window would apply, and will start at the beginning of his AGR time. If the Soldier were to remain in theater on a 12301(d) for an additional 6 months, his PDMRA "clock" would restart at the beginning of his AGR time and his initial 12302 deployment to OIF would equate to 12 months. The 12301(d) extension in theater would equate to months 13 thru 18 of his PDMRA clock and would earn him an additional 6 days of PDMRA upon redeployment for a total of 46 days. [Note: Actual days, as shown above, would be 50, as the initial 12302 deployment spans 13 months, rather than 12, equating to 44 days initially, plus 6 for the 1201(d) extension.]